



City of Canby
Planning Department
222 NE 2nd Avenue
PO Box 930
Canby, OR 97013
(503) 266-7001

LAND USE APPLICATION

SITE AND DESIGN REVIEW Type II Process Multifamily Design Review

APPLICANT INFORMATION: (Check ONE box below for designated contact person regarding this application)

☒ Applicant Name: State Street Homes Phone: (503) 954-1545
Address: 1233 NW Northrup St Ste 125 Email: katie@statestreet-homes.com
City/State: Portland, OR Zip: 97209

☐ Representative Name: Brandon Gill Phone: (503) 753-4492
Address: 1233 NW Northrup St Ste 125 Email: brandon@statestreet-homes.com
City/State: Portland, OR Zip: 97209

☐ Property Owner Name: Daniel J & Ashley M Starr Phone: (503) 887-7561 & (503) 327-3966
Signature: [Signature] [Signature] Email: starrd44@yahoo.com
Address: 285 SW 3rd Ave Email: ashleyborowczak@yahoo.com
City/State: Canby, OR Zip: 97013

☐ Property Owner Name: _____ Phone: _____
Signature: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- ① All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ② All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- ③ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

<u>0 SW 3rd Ave Canby, OR 97013</u>	<u>0.45 Acre</u>	<u>41E04BA00200</u>
Street Address or Location of Subject Property	Total Size of Property	Assessor Tax Lot Numbers
<u>Vacant</u>	<u>R-2</u>	<u>High density residential</u>
Existing Use, Structures, Other Improvements on Site	Zoning	Comp Plan Designation
<u>10-Unit Multi-Family Housing</u>		
Describe the Proposed Development or Use of Subject Property		

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

SITE AND DESIGN REVIEW APPLICATION – TYPE II – INSTRUCTIONS

All required application submittals detailed below must also be submitted in electronic format on a CD, flash drive or via email. Required application submittals include the following:

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- ☒ ☐ One (1) paper copy and one (1) electronic copy of this application packet. The City may request further information at any time before deeming the application complete.
- ☒ ☐ Payment of appropriate fees – cash or check only. Refer to the city's Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.
- ☒ ☐ **Please submit one (1) electronic copy of mailing addresses in either an EXCEL SPREADSHEET or WORD DOCUMENT** for all property owners and all residents within 100 feet of the subject property. **If the address of a property owner is different from the address of a site, an address for each unit on the site must also be included and addressed to "Occupant."** A list of property owners may be obtained from a title insurance company or from the County Assessor's office.
- ☒ ☐ One (1) paper copy and one (1) electronic copy of the written, narrative statement describing the proposed development and detailing how it conforms with the Municipal Code and to the approval criteria, including the applicable Design Review Matrix, and availability and adequacy of public facilities and services. **Ask staff for applicable Municipal Code chapters and approval criteria.**
Applicable Code Criteria for this application includes:

- NA
- ☐ ☐ One (1) paper copy and one (1) electronic copy of a Traffic Impact Study (TIS), conducted or reviewed by a traffic engineer that is contracted by the City and paid for by the applicant (payment must be received by the City before the traffic engineer will conduct or review a traffic impact study. Ask staff to determine if a TIS is required.

- NA
- ☐ ☐ One (1) paper copy and one (1) electronic copy of the minutes of the neighborhood meeting as required by Municipal Code 16.89.020 and 16.89.070. The minutes shall include the date of the meeting and a list of attendees.

- ☒ ☐ One (1) paper copy and one (1) electronic copy of the minutes of the pre-application meeting.

- ☒ ☐ One (1) paper copy and one (1) electronic copy of either the recorded plat or the recorded deeds or land sales contracts that demonstrates how and when legal property lines were established and where the boundaries of the legal lot(s) of record are located. If the property is a lot or parcel created by plat, a copy of the recorded plat may be obtained from the Clackamas County Surveyor's office. If the property is a legal lot of record

created by recorded deed or land sales contract at a time when it was legal to configure property lines by deed or contract, then those recorded deeds may be obtained from the Clackamas County Office of the Clerk, or a Title Company can also assist you in researching and obtaining deeds.

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If the development is located in a Hazard ("H") Overlay Zone, submit One (1) paper copy and one (1) electronic copy of an affidavit signed by a licensed professional engineer that the proposed development will not result in significant impacts to fish, wildlife and open space resources of the community. If major site grading is proposed, or removal of any trees having trunks greater than six inches in diameter is proposed, then submit one (1) copy of a grading plan and/or tree-cutting plan.



One (1) paper copy and one (1) electronic copy a 11" x 17" proposed plans, printed to scale no smaller than 1"=50'. The plans shall include the following information:

- ☐ Vicinity Map. Vicinity map at a scale of 1"=400' showing the relationship of the project site to the existing street or road pattern.
- ☐ Site Plan-the following general information shall be included on the site plan:
 - ☐ Date, north arrow, and scale of drawing;
 - ☐ Name and address of the developer, engineer, architect, or other individual(s) who prepared the site plan;
 - ☐ Property lines (legal lot of record boundaries);
 - ☐ Location, width, and names of all existing or planned streets, other public ways, and easements within or adjacent to the property, and other important features;
 - ☐ Location of all jurisdictional wetlands or watercourses on or abutting the property;
 - ☐ Finished grading contour lines of site and abutting public ways;
 - ☐ Location of all existing structures, and whether or not they are to be retained with the proposed development;
 - ☐ Layout of all proposed structures, such as buildings, fences, signs, solid waste collection containers, mailboxes, exterior storage areas, and exterior mechanical and utility equipment;
 - ☐ Location of all proposed hardscape, including driveways, parking lots, compact cars and handicapped spaces, loading areas, bicycle paths, bicycle parking, sidewalks, and pedestrian ways;
 - ☐ Callouts to identify dimensions and distances between structures and other significant features, including property lines, yards and setbacks, building area, building height, lot area, impervious surface area, lot densities and parking areas;
 - ☐ Location of vision clearance areas at all proposed driveways and streets.
- ☐ Landscape Plan
The following general information shall be included on the landscape plan:
 - ☐ Layout and dimensions of all proposed areas of landscaping;
 - ☐ Proposed irrigation system;

- ☐ Types, sizes, and location of all plants to be used in the landscaping (can be a “palette” of possible plants to be used in specific areas for landscaping);
- ☐ Identification of any non-vegetative ground cover proposed, and dimensions of non-vegetative landscaped areas;
- ☐ Location and description of all existing trees on-site, and identification of each tree proposed for preservation and each tree proposed for removal;
- ☐ Location and description of all existing street trees in the street right-of-way abutting the property, and identification of each street tree proposed for preservation and each tree proposed for removal.
- ☐ Elevations Plan
 - The following general information shall be included on the elevations plan:
 - ☐ Profile elevations of all buildings and other proposed structures;
 - ☐ Profile of proposed screening for garbage containers and exterior storage areas;
 - ☐ Profile of proposed fencing.
- ☐ Sign Plan.
 - ☐ Location and profile drawings of all proposed exterior signage.
- ☐ Color and Materials Plan.
 - ☐ Colors and materials proposed for all buildings and other significant structures.

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- ☒ ☐ One (1) copy of a completed landscaping calculation form (see page 5)
- ☒ ☐ One (1) copy of a completed Design Review Matrix (see page 6)